

## APPLICATION FOR RECORDS RETENTION SCHEDULE

4657-39

Georgia Department of Labor **Employment Security Agency** Administrative Services Division

Records Management and Controls INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address **Application Date** Application Number Georgia Department of Labor Correctional Services **Application Number** Date Received Date Completed IBEW Building APR 30 1981 501 Pulliam Street, Atlanta, Ga MAY 1 2 1981 2. Person to Contact Telephone Number Working Title 656-3198 Andy Anderson Office Supervisor 3. Action Requested a. Establish Retention Schedule; record will continue to accumulate. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No.\_\_\_\_\_ Check One: ☐ Change; ☐ Supercede; ☐ Void 4. Dates of Series 5. Records Series Title (followed by title used in office: if different) **Earliest** Latest Pre-Trial Diversion to current Annual Statistical Reports What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Employment, Training, and Planning Division operates the public Employment Service, conducts training and placement under CETA and special programs such as the Work Incentive Program, servés as the State Labor Resources Planner, and the Governor's designee as Prime Sponsor for CETA for the Balance of State Areas. Correctional Services reports directly to the Beputy Director of the Employment Security Agency The unit develops and supervises inmate and ex-offender programs designed to improve the offender's chances of employment, including pre-trial diversion to prevent first time offenders from entering the criminal justice system. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: pre-trial diversion of first time offenders annual summary statistical reports Included are: File is arranged: by year, thereunder by location of program, ie, DeKalb, Atlanta, or Savannah 8. Monthly Reference Rate How often are records referred to which are: Seven to twelve months old 10; Thirteen to twenty-four months old 10 One to six months old twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers\_\_\_\_\_; Shelves\_\_\_\_\_; Other (specify)\_ .2 cubic foot @ year

YES NO 10. Questionnaire (P)	lace an "X" in the	e proper column,				
a. Is this the official co	py of the series?					
	in confidential in	nformation requi	ring security handling?	If yes, cite law or regul	lation.	<del>}</del>
x						
	x c. Is this a vital record? d. Does this series have historical or long term research value?					
			ary to keep the entire file	for a long period, coul	d these documents	
x be scheduled separat	ely?	1	1			
	<del></del>		ed? If yes, attach copy. d and/or recorded in a su			
g. Is the information of	Surgmed in fins 20	eries ever andryze	d and/or recorded in a su	immailzed reports		
h. Is there a duplication	n of this series in	your office, or in	another office or agency	?		
x If yes, where?	ior portion of it	l regularly micro	filmed?			
			utility programs	which are destro	oyed	
11. Retention Requirements			series to be kept:		<del> · ·</del>	
a. State Law	years	- i•	d. Audit period	<u> </u>	years.	
b. Statute of limitation	, years	<b>i.</b>	e. Administrative r	need2	2-3 years.	
c. Federal Law years.		<b>.</b>	f. Federal retention	n instructions	years.	
Attach copy or excert of laws or	regulations Ev	nlain administrat	ive need	<del></del>		
Attach copy of except of laws of	regulations. Exp	piem administrat	Tree income.			
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				and the second s		
12. Approved Disposition Instructio	ns This agenc	y recommends t	nat the file series be cut o	ff at the end of each:	n di ta	
	Cale	ndar Year;	] Fiscal Year;	er	then.	
Hold in the current files ar	rea	month(s)	2 year(s); th	en		
☐ Transfer to local holding a			; then			
☐ Transfer to State Records	· · · · · · · · · · · · · · · · · · ·	ye:	ar(s); then			
□ Destroy.     ☐ Transfer to State Archives	for permanent re	etention			•	
Other (Specify)	TO permanent re	stericion,			·	
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Cut off at fiscal	vear	The state of the s	in the second			
Retain in-office 2	_					
Transfer to State	Archives for	permanent	retention.	n de la companya de La companya de la co	·	
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These instructions apply to all p			the series.		· · · · · · · · · · · · · · · · · · ·	
Division Director/Designee (Si	gnature)	Date		<del>]////</del>		·
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ESA Difector (Signatur)		Date	Records Manageme	officer (Signature)	Date	
41/18/18/18	MU	4/24/01	11/ Hart		3/2/10/	/
Wax vior		7 7 81	State Records Co	mmittee (Signature)	/ Date	
Recommendations in paragraph	State Auditor/Designee			4/1	-11.5	
12 are approved. (If disapproved, attach letter of explanation.)	# 1 W				7-11-8	<u>/_</u>
	Secretary 61	State/Designee	Carral	& Hart	5-9-8	<u>57</u>
	Attornev Ge	neral/Designee	MAKY	1000	1.11.8	~/
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